

2007 Large Gathering Application

City of Atlanta Office of Parks

Park Reservationist
675 Ponce DeLeon Ave. NE, Atlanta, Georgia 30308
404-817-6757 Fax 404-817-7932
www.atlantaga.gov

Official Use Only

Date Received _____
Fax _____ Mail _____ Delivered _____
Schedule clear _____
Payment Y _____ N _____ Date _____

A Large Gathering Application (6 pages) must be submitted for any planned Park Gatherings lasting one hour or more with an anticipated attendance of 75 or more people. A Large Gathering application is not necessary if you are reserving only a pavilion, gazebo or ball field. Please be aware that a Large Gathering Permit does not grant permission to vend in a park, erect a tent, stage, or moonwalk, or use alcohol. If portable toilets or banners will be present at your gathering you must complete and submit page 2 of this application, questions 16–24, at least 30 days prior to your event. The application fee is now \$35 for City of Atlanta residents and \$50 for non residents.

1. Today's date: _____
2. Name of park: _____
3. Name of gathering or activity: _____
4. Date of activity: _____ Type of activity: _____
5. Setup time: _____ Breakdown time: _____
6. Starting time: _____ Ending time: _____ No. of people expected: _____
7. Location of activity in park: _____

8. Name of organization or group: _____
9. Contact person: _____ Telephone: _____

Fax: _____ E-mail: _____

10. Alternate contact: _____ Telephone: _____

11. Mailing Address: _____

12. City resident: Yes _____ No _____

The applicant must present a driver's license, voter registration card or utility bill in the applicant's name. The Reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to cancel the reservation.

13. Is this an annual event? Yes _____ No _____

14. How many years have you been holding this event? _____

15. Describe details of the proposed activity (types of activities, equipment involved, setup configuration):

PORTABLE TOILETS

16. Will portable toilets be used? If yes, this application must be submitted at least 30 days prior to your proposed event.

Yes _____ No _____ If yes, how many? _____

17. Portable toilet company name: _____

18. Telephone: _____ Contact name: _____

19. When will the toilets be delivered? _____

20. When will they be picked up? _____

21. Where in the park will the toilets be placed? (Please indicate on site plan as well.)

*Portable toilets must be on a **paved** level surface never on grass. If portable toilets are left overnight we request that they be zip tied to prevent unauthorized use after the event. All portable toilets must be removed from the park within 24 hours of the conclusion of the Large Gathering.*

22. The permit applicant must obtain approval from the Park District Maintenance Supervisor to have portable toilets in the park. The District Supervisor may approve either via e-mail to the Special Events Coordinator or by signing this application in the presence of the applicant. For the name and contact information of the appropriate District supervisor, please call 404-817-6744 or visit our web site at <http://www.atlantaga.gov> and follow these links: *Departments\ Parks, Recreation and Cultural Affairs\ Office of Parks*. Under *Park Information*, go to *List of Parks Sorted by Maintenance District*.

District Maintenance Supervisor signature (if applicable): _____

BANNERS

23. Do you plan to have any banners or signs as part of your event? If yes, this application must be submitted at least 30 days prior to your proposed event.

Yes _____ No _____

Indicate the location of all signs and banners on your site plan. The Office of Parks prohibits signs being attached to any trees, benches, light poles or any other park amenities.

24. Please provide with this application a Certificate of Flammability from the Banner's fabric manufacturer stating that the material meets the National Fire Protection Association 701 standards. If you do not have this you must submit a sample of the banner fabric to the Atlanta Fire Department to test. Contact Atlanta Fire Rescue Inspections Unit at 404-853-7077.

- a. Size of banner? _____
- b. Number of banners? _____
- c. How will banners be secured? _____
- d. Is banner attached to a structure or is it freestanding? _____
- e. How long will banner be installed? _____

AMPLIFIED SOUND

25. Do you plan to have amplified sound at your event? Yes _____ No _____

26. What type of sound equipment will you use? _____

27. What type of sounds will be amplified? _____

28. Start time of amplified sound: _____ End time: _____

29. Where will you obtain electricity for your amplified sound? _____

30. Description of generator (if applicable):

Wattage: _____ Weight: _____ Fuel tank size: _____

31. On your site plan, identify the proposed location of the generator.

COOKING

It is prohibited to dispose of charcoals anywhere in a park other than in city-provided receptacles that are clearly marked for charcoal disposal. The bottom of all grills should be at least 12 inches above the grass (24 inches is recommended). In Piedmont Park grilling is allowed only in designated areas and only in grills provided; no portable grills or ground fires are allowed.

32. Will there be any cooking at the event? Yes _____ No _____

33. If yes, what is the proposed fuel source? _____

34. Will there be any LP gas, flammable or combustible liquids used at this event? Yes ____ No ____

35. If yes, give the name, intended use and how much will be stored on the site:

36. How will you handle medical emergencies during the event? _____

37. How will you publicize the activity? _____

38. Is the required site plan attached? Yes _____ No _____

An acceptable site plan is a reasonably accurate representation of where the Large Gathering will be held in a park. Site plans need not be to scale. Please see page 5 of the application.

39. How will you clean the area after your activity? _____

40. Additional applicant comments (if any): _____

(OFFICIAL USE ONLY)			
Exempt:	Yes _____	No _____	Total: \$ _____
Sanitation Bond:	\$ _____	Date: _____	Date Canceled: _____
Application Fee:	\$ _____	Date: _____	Amount Refunded: \$ _____

2007 Rules and Regulations Large Gathering Permit

Your signature below verifies that the information provided in this application is accurate and complete and that you understand and agree to comply with the rules, conditions and limitations contained in this permit application. For additional information, please reference the City of Atlanta Code of Ordinances, Sec. 110-75 and 110-76, and Chapter 142, Outdoor Events.

1. Anyone planning a "Large Gathering" in a park, where the gathering is reasonably expected to have more than 75 people, and is reasonably expected to last for one hour or longer, must have a Large Gathering permit. Permit applications for a Large Gathering cannot be made earlier than 3 months prior to the event, or later than 14 working days before the event. An exception to this requirement shall arise when a gathering occurs within 48 hours of an identifiable event or decision, the date of which could not have been predicted with certainty, including but not limited to an announcement regarding a military action, an announcement of a court decision, or a death, in which case the reservation shall be made as early as possible so the City can provide adequate services.
2. Large Gathering permits are granted based upon availability and are on a first come first served basis. Priority for competing applications for substantially the same time and place shall be given to the first complete application package received, including requisite fees, site plans and deposits, if required. Applications from City residents, or on behalf of groups whose primary location is inside the City of Atlanta, shall be given priority over applications from non-City residents or on behalf of groups whose primary location is outside the City of Atlanta. A previously booked Outdoor Festival, Assembly, or Special Event will take precedence over a large gathering. (Outdoor Festivals, Assemblies, and Special events are permitted through the Office of Special Events, 404-330-6741.)
3. A non-refundable application fee of \$35 for City of Atlanta residents and \$50 for non-residents is required.
4. A refundable sanitation bond of \$100.00 is required. There is a \$20.00 refundable key deposit if a key is needed. Payment may be presented to the Reservationist via major credit card, cashier's check, company check, personal check or money order, made payable to the *City of Atlanta Office of Parks*. No cash will be accepted. Refunds will be sent to the address of record or credited to the credit card used in the initial transaction.
5. No permit will be issued until a complete application, including site plan and sanitation bond is received.
6. The permit entitles the holder to the exclusive use of the assigned area only. Review all the conditions of your permit. Parks are reserved as is. Electricity, additional water, and additional restroom facilities are not provided.
7. The permit holder is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park. The Office of Parks is not responsible for setting up or taking down rental equipment, nor is the Office of Parks responsible for any rental equipment delivered to the site.
8. In the event that a person or group has a Large Gathering and leaves the park in the same condition as before the Large Gathering, the sanitation bond will be refunded. In the event that a person or group has a Large Gathering and fails to leave the park in the same condition as before the Large Gathering, and the City spends more than one employee hour cleaning or restoring the park to its previous state, the sanitation bond will be revoked, and the person or group shall be responsible for reimbursing the City for the cost of the clean-up or restoration activities that exceeds the sanitation bond within 30 days of receiving a bill from the City. Persons, groups, or persons representing a group that failed to pay a previous bill within 30 days of receipt, will be required to provide an additional sanitation bond in the amount of said bill as a condition of making any future park reservation.
9. In the event that the lawn, plants, walls, pavement or other infrastructure of a park is damaged during and as a result of a Large Gathering, the person or group making the reservation is responsible for reimbursing the City for the cost of repairing the damage, or replacing the damaged item(s) if the City finds that replacement is necessary.
10. For events lasting more than 3 hours in parks without operable restrooms, the permit holder shall provide one portable toilet per 100 people expected. The permit holder is responsible for arranging delivery and pick up of the toilets. The permit holder shall contact the District Maintenance Supervisor of the park (as listed on the permit) to inform him/her of the date and time portable toilets will be

delivered and to obtain approval of their proposed location. **The permit holder is responsible for removal of all portable toilets within 24 hours of the conclusion of the event.**

11. The permit holder is responsible for notifying the Reservationist (404-817-6757) immediately of any changes to the information provided or requests made in the application. Office of Parks staff may not be able to honor last minute changes or requests.
12. Except in specially designated areas, dogs and other pets are allowed in a City park only if they are leashed. It is the responsibility of the person bringing a pet into a park to clean up after the pet. Dogs are prohibited from amphitheaters, swimming pools and pool areas, tennis courts, golf courses, lakes, zoos, and within 15 feet of all fences and structures. No pets are allowed during A, B, or C festivals.
13. In Piedmont Park, no pets are allowed in the lake, on tennis courts, on the ballfields or the playgrounds.
14. No horses or ponies are allowed in any park at any time.
15. **No moonwalk, dunk tank, or any equipment that calls for independent power is allowed under the terms of a Large Gathering Permit.** For these items, an Outdoor Festival Permit issued by the Office of Special Events (404-330-6741) is required.
16. No glass containers are allowed in the park.
17. No selling of food or other items is allowed, and no alcoholic beverages are allowed except by special permit.
18. In Piedmont Park, grilling is allowed only in designated areas and only in grills provided; no portable grills or ground fires are allowed.
19. No stake, post, pole or any other device may be driven into the ground and no hole may be dug without written authorization from the Department of Parks, Recreation and Cultural Affairs.
20. No tents or canopies are allowed without the reserving party obtaining written permission from the Commissioner or designee of the Department of Parks, Recreation and Cultural Affairs, as well as all other permits required by the City.
21. Absolutely no illegal substances are allowed on City property.
22. The permit holder hereby agrees to hold the Department of Parks, Recreation and Cultural Affairs harmless for any and all liability and loss, which the permit holder and the other Large Gathering attendees may suffer or incur, through the use of the park during, immediately before, or immediately after the Large Gathering.
23. A Large Gathering permit may be revoked or terminated if:
 - a. The applicant provides false information to the City
 - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
 - c. The permit holder or participant violates a policy, rule or regulation as set forth in the permitting process.
 - d. The permit holder transfers or attempts to transfer the privileges contained in the permit to another party.
24. All reservation applicants must present proof of residence at the time reservations are made, in the form of a driver's license, voter registration card or utility bill in the applicant's name. It is unlawful for a nonresident individual or organization to fraudulently apply for use of Department of Parks, Recreation and Cultural Affairs facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to revocation of the permit and prosecution in accord with the City of Atlanta Code of Ordinances Section 106-90 and subsequent sections.
25. Any person who holds a Large Gathering without a permit shall be guilty of a misdemeanor, as provided by ordinance. In addition to other penalties that may be assessed, a person or group holding a Large Gathering without obtaining a permit, shall be responsible for paying all costs that would have been owed had a permit been obtained.
26. The Large Gathering Permit holder (host) or his/her designee must be present on site with the Large Gathering Permit in his/her possession during the entire outdoor event, including set-up and break-down. The host must also provide the Special Events Manager or her/his designee with his/her contact phone number or location of the person carrying the outdoor event permit so that the Special Events Manager may contact the permit holder at any time during the outdoor event.

Signature of applicant: _____ Date: _____

LARGE GATHERING SITE PLAN

TO ALL APPLICANTS:

APPLICATIONS WITHOUT A SITE PLAN CANNOT BE PROCESSED.

YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGES 4 AND 5 OF THIS APPLICATION.

Park name: _____ Name of gathering or activity: _____ Proposed date: _____

Street name	
Street name	Street name
Street name	

Please indicate the proposed location of all tables, chairs, grills, garbage receptacles, games, portable toilets, banners, etc. Make sure you show how these items will be placed in relation to existing elements in the park, such as structures, sidewalks, park roads, trees, planting beds, playgrounds, ball fields, etc. All details described on page 1 of this application must be identified on this site plan. Failure to label street names and provide all necessary details on the site plan will constitute an incomplete site plan and may delay the permitting process.